



Administrative Policies and Procedures: 3.27

Subject:	Fiscal Administrative Process for the Implementation of New Programs and Services or Changes to Existing Programs and Services
Authority:	TCA 37-5-105, 37-5-106
Standards:	None
Application:	To All Department of Children's Services Employees

Policy Statement:

The Department of Children's Services Office of Finance and Program Support shall be notified and shall participate in any discussion or planning for the addition or deletion of programs and services, staffing changes, application for grants, contracting for services and funding issues within the Department.

Purpose:

To ensure the decision-making for the addition or deletion of programs and services, staffing changes, applications for grants, contracting for services and funding issues is inclusive of the Office of Finance and Program Support.

Procedures:

A. Procedures for implementing new programs and services or changes to existing programs and services	<ol style="list-style-type: none">1. To implement a new program/service or change an existing program/service, program staff will provide a brief written description of the program/service and/or changes to a program/service to the Director of Finance and Program Support and DCS Contract Development.2. The information will be reviewed for impact on the department's financial operations. It will also be reviewed for conformity to existing processing systems and state and federal regulations
B. Contracts	<ol style="list-style-type: none">1. All writing of new contracts or changes to existing contracts will be coordinated with DCS Contract Development.2. DCS Contract Development will participate in writing all contracts to insure a centralized contracting mechanism.
C. Staffing patterns	<ol style="list-style-type: none">1. If changes to existing staffing patterns are deemed necessary in the implementation of a new program, it should be discussed with the Director of Human Resources or appropriate designee.

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	<ol style="list-style-type: none">2. Changes will be reviewed to assess the impact on cost allocation. If changes are significant and cause a change in the existing method of allocation, an amendment to the cost allocation plan will be required.3. If an amendment is determined to be necessary, required changes must wait until approval is received.
D. Application for grants	<ol style="list-style-type: none">1. Before an application for a federal grant can be made, the idea must first be discussed with the Deputy Commissioner of Administration and Training, Director of Budget and Executive Director of Finance and Program Support.2. After the discussion it is decided that acquiring a grant is in the best interest of the department, an application may be made.

Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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